

The documents requested on the reverse side are a part of this claim and they must be attached; all questions must be answered.

INSTRUCTIONS AND QUESTIONNAIRE FOR COLLEGE EXEMPTION

Follow each instruction and answer each question below; give as much detail as you consider necessary to support your claim for exemption for this property. List all locations used, either owned or leased, where the exemption is to be applied.

1. List all buildings and other improvements for which exemption is claimed and state the primary and incidental use of each.

LOCATIONS	PRIMARY USE	INCIDENTAL USE	LEASED OR OWNED
A.			
B.			
C.			
D.			
E.			
F.			
G.			

(Please attach a separate sheet if above space is not adequate.)

2. Attach a separate page showing the requirements for admission. (A current catalogue showing the requirements may be substituted.)
3. Attach a separate page listing the degrees conferred upon the graduates and the requirements for each degree. (A current catalogue showing said requirements may be substituted.)
4. Attach a copy of the financial statements (balance sheet and operating statement for the preceding fiscal year).
5. Has there been any construction commenced and/or completed on this parcel since 12:01 a.m., January 1, 2003? YES ☐ NO ☐
If **yes**, please explain: _____

6. Is the property, or a portion thereof, for which exemption is claimed a student bookstore that generates unrelated business taxable income as defined in section 512 of the Internal Revenue Code? YES ☐ NO ☐

If the answer is **yes**, a copy of the institution's most recent tax return filed with the Internal Revenue Service must accompany this claim. Property taxes as determined by establishing a ratio of the unrelated business taxable income to the bookstore's gross income will be levied.
7. Has any of the property listed above been used for business purposes other than a student bookstore? YES ☐ NO ☐
If **yes**, please explain: _____

8. If the business is operated by someone other than the college, attach a copy of the lease or other agreement. Please explain: _____

9. Is any equipment or other property at this location being leased or rented from someone else? YES ☐ NO ☐

If the answer is **yes**, list on a separate sheet the name and address of the owner and the type, make, model, and serial number of the property; if the property listed is not **used exclusively** for educational purposes at the collegiate level, please state the other uses of the property. If real property, provide the name and address of the owner.

The benefit of a property tax exemption must inure to the lessee institution. If taxes are paid by the lessor, see section 202.2 of the Revenue and Taxation Code.